

TO: Medical Assistance Providers

FROM: Craig Smalls,
Director, Systems & Operations
Office of Operations, Eligibility & Pharmacy

Subject: HIPAA Contingency Plan Ends July 1, 2006

Date: April 5, 2006

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The Maryland Medical Assistance Program is ending our Health Insurance Portability and Accountability Act (HIPAA) Contingency Plan effective July 1, 2006. The Program is also ending access to the PROVAR system effective July 1, 2006. It is imperative that testing for HIPAA compliance begins immediately since testing often takes one month to complete.

STEPS TO MOVE TOWARD HIPAA COMPLIANCE:

**HIPAA Enrollment Forms
Trading Partner Agreement (TPA) and Submitter Identification
Form (SIF)**

We must have a signed Trading Partner Agreement (TPA) on file before we accept HIPAA transactions and a completed and signed Submitter Identification Form (SIF) before claims are submitted for payment. The forms are available on the DHMH website at:

<http://www.dhmh.state.md.us/hipaa/transandcodesets.html>.

Pay-To Providers (Providers who receive a check directly from the State of Maryland): The Program must have both the Trading Partner Agreement and Submitter Identification Form on file before accepting any HIPAA transactions including X12N 837 (Claims).

Rendering Providers (Providers who do not receive a check from the State of Maryland, but instead receive payment through a group practice): The Program must have the Trading Partner Agreement on file before we accept any HIPAA transactions such as the X12N 270/271 (Eligibility Inquiry and Response).

Please complete the necessary form(s) and return them prior to submitting electronic transactions. Mail the forms to:

Rita Tate
201 W. Preston Street, Rm LL3
Baltimore, Maryland 21201
Attn: HIPAA Billing Agreements

Forms are enclosed for your convenience.

Companion Guides

Companion Guides, developed by the Department of Health and Mental Hygiene (DHMH) to assist Information Technology staff and billing software vendors with the ASC X12N Transactions, can be found at:

<http://www.dhmh.state.md.us/hipaa/transandcodesets.html>.

Testing

Providers who send electronic transmissions directly to Medicaid must test for HIPAA compliance before they can transmit actual claims. DHMH offers free testing for its trading partners:

<http://www.dhmh.state.md.us/hipaa/testinstruct.html>. This testing tool provides information on test files and errors.

If you have any questions regarding HIPAA testing, please send an email to: hipaaeditest@dhmh.state.md.us.

If you have begun the testing process, please disregard this notice.

Questions concerning this notice may be directed to the HIPAA Test Center at 410-767-4682.

Attachments (2)